

**City of Seattle, Department of Planning & Development****Mailing Address:** 700 5th Ave, Suite 2000, PO Box 34019, Seattle, WA 98124-4019**Phone:** (206) 684-8464 **Fax:** (206) 684-8113**Website:** www.seattle.gov/dpd **Hours:** M, W, F: 7:30-5:30 T, Th: 10:30-5:30**PERMIT APPLICATION****Sign/Billboard/
Awning****Work Site Address:** _____ **Zip:** _____**Work Activity Location** (floor, apt, suite, etc.): _____**Occupancy:** ☐ **Single Family** ☐ **Multi-Family** ☐ **Commercial** ☐ **Institutional** ☐ **Industrial****Description of Work:** _____**WORK SITE OWNER/TENANT INFORMATION**☐ **Owner** ☐ **Tenant**

Name: _____

Address: _____

Apt / Suite #: _____ City/State: _____

Phone: _____

Fax: _____

CONTRACTOR / INSTALLER INFORMATION

State License #: _____

City of Seattle Business License #: _____

Company Name: _____

Contact Name: _____

Address: _____

Apt / Suite #: _____ City/State: _____

Phone: _____

Fax: _____

*(All applicable info in this box is required at the time you submit application – no exceptions)*Zone: _____ Overlay District: _____ # of Branch Circuits: _____ ☐ Shoreline

Street Use Permit/s #: _____ Department of Neighborhoods #: _____

Installations Based on Valuation

(Include labor and materials whether or not furnished by installer, furnishings and equipment provided by the owner)

☐ Awning/Canopy Structure (1) ☐ Border Tubing (2) ☐ Owner's Value (1 & 2): \$ _____**Installations Based on Sign Area****Sign #1:** ☐ Awning ☐ Canopy ☐ Directional ☐ Ground ☐ Pole ☐ Projecting
☐ Wall ☐ Painted Wall Sign ☐ Interior Sign ☐ Under Canopy ☐ Roof**Sign Area:** _____ (Total Square feet) **Illuminated:** ☐ **Yes** ☐ **No****Sign #2:** ☐ Awning ☐ Canopy ☐ Directional ☐ Ground ☐ Pole ☐ Projecting
☐ Wall ☐ Painted Wall Sign ☐ Interior Sign ☐ Under Canopy ☐ Roof**Sign Area:** _____ (Total Square feet) **Illuminated:** ☐ **Yes** ☐ **No****Sign #3:** ☐ Awning ☐ Canopy ☐ Directional ☐ Ground ☐ Pole ☐ Projecting
☐ Wall ☐ Painted Wall Sign ☐ Interior Sign ☐ Under Canopy ☐ Roof**Sign Area:** _____ (Total Square feet) **Illuminated:** ☐ **Yes** ☐ **No****Off-Premises Advertising Sign Information****Action Type:** ☐ Alteration ☐ Demolition ☐ New ☐ Billboard Registration #: _____ Related MUP #: _____

The Revised Code of Washington (R.C.W.19.28) and the City of Seattle Electrical Code requires all individuals or entities (other than the property owner) engaged in the business of the installation of electrical wiring to have a valid Washington State Electrical Contractors license.

I certify that the work to be performed under this application will be done in conformance with the City of Seattle Municipal Code.

Signature: _____ **Date of Application:** _____

Contractor or Owner (or Authorized Agent)

PAYMENT & MAILING INSTRUCTIONS:☐ Pay by Check **Mail checks to:** DPD, P.O. Box 34234, Seattle, WA 98124-1234☐ Charge my escrow (ADA) account # _____☐ Call me at () _____ for a credit card number**Choose one of the following options:** ☐ Mail Permit ☐ Hold Permit for Pick-up**DPD USE ONLY:**

Permit #: _____

Permit Fee: _____

NOTE: Permit application requests & any request to make changes to a permit that is received via fax or email are processed within 2 working days from the date we receive them. This application form CANNOT be faxed in to our offices, for more information, call (206) 684-8419.

Revised: March 2010

Required Information

The Department has established the following standards for plans to be submitted with a sign permit application:

1. Site plan with a legend describing the signs; including existing signage
2. Elevation drawing showing the sign
3. Installation detail
4. Other applicable details or notes (i.e. footing/foundation, engineering calculations for wind load and seismic load)
5. Sign numbering system on application to coincide with the site plan provided (i.e. sign #1 on the application matches labeled sign #1 on plans, etc.)

Basic Format for Plans with Sign Permit Application

Plan Quality

- Plans must be easy to read and microfilm, no print smaller than 8 point
- Lines and lettering must be dark enough to provide good contrast with the paper
- Brownline prints and pencil drawings are not acceptable
- Plans must SHOW DIMENSIONS AND STREET FRONTAGE; it is not adequate to just indicate scale

Type Of Paper For Plans

- Paper must be relatively heavy, such as blueprint quality or standard drafting paper
 - Tissue paper, graph paper, poster-board, and cardboard are not acceptable

Paper Size

- Minimum size of 11" x 17"

Copies

- Three (3) copies are needed (*Do not submit originals or scotch taped copies*)

Methods Of Attachment

The plans must indicate one of the following methods of attachment based on the types of structure listed below.

- **Brick or Masonary blocks (CMU) — Bolt, lag and drill through**

1. Bolt through using washer plates and nuts
2. Void behind brick or CMU's, use screen tube and epoxy resin anchoring
3. Lag through brick into wood (*see wood below*)
4. Bolt through brick into concrete (*see concrete below*)

- **Wood — " x lag screw into wood structural frame member"**

(Specify size of lag screw.)

- **Concrete — " x rated expansion bolt into concrete"**

(Specify size of bolt.)